

**TITLE:** CUSTODIAN

**PREFERRED QUALIFICATIONS:**

- ✓ Valid, unexpired driver's license
- ✓ Previous experience in a custodial, housekeeping, maintenance role preferred
- ✓ Demonstrated aptitude or competence for assigned responsibilities
- ✓ Such additions and alternatives to the above qualifications as may be appropriate and acceptable

**REPORTS TO:** Head Custodian

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps building and premises, including sidewalks, driveways and play areas neat and clean at all times.
2. Shovels, plows, and sands walks, driveways, parking areas and steps as appropriate.
3. Checks daily to ensure that all exit doors are operable and all panic bolts are working properly during the hours of building occupancy.
4. Raises US Flag at or before 8 a.m. on each school day, and lowers it at or after 3:30 p.m.
5. Vacuums classrooms and dusts furniture daily.
6. Vacuums and cleans corridors after school each day, and during the day when their condition requires it.
7. Scrubs and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
8. Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.
9. Keeps the grounds free from rubbish.
10. Performs such yard-keeping chores as grass cutting and tree trimming as necessary to maintain the school grounds in a safe and attractive condition.
11. Keeps all floors in a clean and attractive condition and in a good state of preservation. Strips and re-waxes floors as directed.
12. Cleans all chalkboards/marker boards at least once a week.
13. Makes minor building repairs including painting.
14. Reports major repairs needed promptly to the head custodian.
15. Immediately reports any damage to school property to the head custodian or principal.

16. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and extended work hours have been approved.
17. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Keeps abreast of alarm system procedures, codes and protocols as necessary.
18. Keeps an inventory of supplies, equipment, and fuel on hand.
19. Conducts ongoing program of general maintenance, upkeep and repair.
20. Moves furniture or equipment as required for various activities and as directed.
21. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
22. Accurately maintains time records for hours worked OT, etc. according to departmental/district procedures.
23. Proactively works to utilize work day effectively; manages time to meet workload demands and building schedules.
24. Maintains positive and professional relationships with co-workers.
25. Demonstrates flexibility and ability to respond to changing priorities.
26. Demonstrates ability to work independently with minimal supervision.
27. Performs other related duties as required or requested.

**PHYSICAL REQUIREMENTS:**

- Ability to bend, mop, climb and work atop ladders, work in cramped areas.
- Ability to empty trash receptacles as required
- Ability to move gymnasium equipment, seating, risers, etc as needed for school activities
- Ability to move school and paper supplies properly throughout the building in a timely and efficient manner.
- Ability to maneuver heavy cleaning equipment such as vacuums, shampooers, backpack vacuums, floor polishers, wet-vacs, and handle basic maintenance tools; maneuver landscaping equipment such as pruners, trimmers, mowers
- Ability to shovel snow and handle snow blowers and other snow removal equipment as necessary
- Ability to lift 50 lbs.
- Ability to utilize district vehicles for deliveries, mail, snow removal, furniture movement, etc.

**TERMS OF EMPLOYMENT:**

12 month position

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Reviewed by the Board  
May 4, 2004  
Revised December, 2006  
Revised November , 2011